

## Position Overview

The President of the Local Union serves as the chief elected officer, responsible for the overall leadership, strategic direction, and operational management of the Local Union. This role represents over 1,700 members in the aviation sector, including but not limited to front-line crew, call centre employees, technical operations, and scheduling personnel, with the potential to expand into additional aviation sectors. The President serves as the primary advocate for members' rights, ensures enforcement of the Collective Bargaining Agreement (CBA), fosters member engagement, and provides guidance to the Executive Board and union representatives.

The position requires exceptional leadership, political acumen, and the ability to navigate complex labour-management relations. The President must balance the needs and expectations of members with the operational realities of the company and bear the responsibility of ensuring the union effectively represents and protects its membership.

## Working Conditions

Being President of the Local Union is a full-time, high-pressure leadership role with a commitment with responsibility for over 1,700 members. This position demands long hours, sleepless nights, and constant availability to address urgent issues, grievances, and member concerns. You will face criticism from members, scrutiny from management, and high-stakes decisions that directly impact the workplace.

The role involves frequent travel to multiple cities, often keeping you away from family and friends for extended periods, and requires attendance at meetings, arbitration hearings, training sessions, and member events across all bases. Additionally, a significant portion of the work is conducted from home, which can be isolating and requires strong self-discipline and time management.

The President carries the ultimate responsibility for the union's success and the well-being of its members. Every decision, recommendation, and action has consequences—both immediate and long-term—for hundreds of people. You must be prepared to mediate conflicts, lead high-pressure negotiations, advocate in complex political and operational environments, and maintain unwavering professionalism at all times.

Support from family or a personal support system is essential, as this role will demand sacrifices in personal time, evenings, weekends, and holidays. If you are seeking a “title” or an easy position, this is not it. The Local Union President role requires resilience, strategic thinking, exceptional leadership, and a deep commitment to defending the rights and interests of the membership.

## Key Skills and Attributes

- Must be an active member of the union in good standing.
- Understanding of labour law, the Canada Labour Code, and Collective Bargaining Agreements.
- Strong leadership, negotiation, advocacy, and conflict resolution skills.

- Emotional resilience and the ability to manage high-pressure situations calmly and effectively.
- Commitment to fairness, integrity, confidentiality, and transparency in all union activities.
- Strong organizational and administrative skills, including reporting, documentation, and strategic planning.
- Ability to mentor, educate, and develop Executive Board members and Workplace Representatives.
- Ability to analyze complex operational data (scheduling, staffing, overtime) and develop actionable strategies.
- Exceptional communication skills—both written and verbal—with the ability to engage, inform, and inspire members.
- Political awareness, with the ability to represent the Local Union at provincial and federal levels.

## **Key Responsibilities**

### **Ongoing / Daily**

- Serve as the primary spokesperson and tireless advocate for all members of the Local Union, representing over 1,700 members across multiple positions and acting as the public and internal face of the local union.
- Maintain constant communication with members, Workplace Representatives, and Executive Board members via email, phone, Teams, and in-person interactions, responding to urgent issues, complex questions, and crisis situations on a daily basis.
- Continuously monitor workplace conditions, company practices, and adherence to the CBA, analyzing trends, identifying violations, and proactively addressing concerns before they escalate.
- Provide high-level advice, counseling, and advocacy to members in highly sensitive and stressful situations, including disciplinary actions, grievances, and personal workplace conflicts.
- Mediate complex conflicts between members, between members and management, and within the Executive Board, often under intense scrutiny and with high-stakes outcomes.
- Oversee, mentor, and actively engage Workplace Representatives, ensuring they are trained, informed, and capable of representing members effectively in demanding and unpredictable work environments.
- Provide leadership and oversight to all elected representatives, giving constructive feedback, assessing and analyzing decisions, and having the hard conversations necessary to ensure consistent, effective representation and alignment with Union objectives.
- Direct all Union communications, including newsletters, urgent alerts, and membership updates, requiring continuous content creation, research, and accuracy to ensure members are fully informed.
- Maintain and update the Local Union website, requiring strong research, understanding of the CBA, labour law, and the ability to communicate complex information clearly to members.

- Uphold the national Union constitution and policies, and local Union bylaws, ensuring that the Local Union operates with full transparency, accountability, and integrity at all times.
- Organize and oversee educational sessions, coordinating training for hundreds of members and ensuring that all local union Workplace Representatives are fully equipped to carry out their duties.
- Lead initiatives for special Union days, community involvement, and member engagement events, requiring planning, coordination, and managing multiple competing priorities.
- Actively participate in political advocacy and legislative processes at all levels, representing the Local Union's interests and engaging with government, regulatory bodies, and industry stakeholders.
- Protect and manage the Local Union's assets, funds, and property, ensuring financial and operational integrity while balancing competing priorities and member needs.
- Lead, coordinate, and strategize the efforts of the Executive Board and membership, aligning daily operations with long-term objectives to protect and advance the interests of the Local Union.
- Chair all Local Union meetings including General Membership Meetings and Executive Board Meetings
- Serve as ex-officio member of all committees, ensuring oversight, guidance, and alignment with Local Union objectives.
- Investigate allegations of misconduct or misrepresentation by elected union officers, often requiring careful interviews, documentation, and sensitive handling of high-pressure situations.
- Attend arbitrations and hearings, building comprehensive cases for members, preparing evidence, and providing strategic representation to protect member rights.
- Defend the union's actions during DFR cases, navigating complex labour law and presenting the Local Union's position under scrutiny.
- Engage with National leadership, including the Organizing Department, collaborating on initiatives, sharing intelligence, and coordinating efforts to strengthen union presence and member support across multiple sectors.

### **Monthly**

- Prepare and submit comprehensive, in-depth reports for the Executive Board and membership, analyzing detail of trends, grievances, wins, challenges, and upcoming objectives, requiring extensive data collection, cross-referencing, and careful presentation to ensure actionable insights and strategic planning.
- Review complex staffing and scheduling reports from the company, meticulously identifying gaps, inequities, or potential conflicts, and advocate tirelessly for fair work distribution, increased full-time positions, and operational improvements on behalf of the membership.
- Attend Executive Board meetings fully prepared to lead discussions, present strategic, evidence-based recommendations, propose bylaw changes, and make cases for arbitration actions—all while balancing multiple competing priorities and defending members' interests under scrutiny.

- Engage actively and continuously with all workplace committees, including OSH, Women's Advocate, BIWOC representatives, and other groups, ensuring alignment with union objectives, driving participation, and resolving conflicts or challenges that arise in high-pressure environments.

### **Quarterly**

- Conduct detailed analysis of grievance trends, arbitration outcomes, and member satisfaction metrics.
- Chair general membership meetings to provide members with local union updates, gather feedback, make recommendations and encourage participation in union initiatives.
- Review and mentor Executive Board members and Workplace Representatives, providing coaching and guidance on leadership and advocacy skills.
- Submit union agenda items for Local Level Management and union-wide meetings, ensuring clear objectives and strategic alignment.

### **Annual**

- Prepare the Annual Report summarizing union activities, achievements, challenges, and goals for the coming year.
- Lead and oversee elections for the Executive Board, Workplace Representatives, and workplace committees, ensuring full compliance with bylaws and fair processes.
- Coordinate annual training sessions for Workplace Representatives and members, covering CBA education, grievance handling, conflict resolution, and labour rights.
- Review company-wide workforce data, staffing plans, and full-time position allocations, making recommendations for improvements.
- Participate in provincial and federal political campaigns, advocacy initiatives, and labour-related legislative efforts.
- Develop and execute the Local Union's annual strategic plan, including budget planning and resource allocation.
- Oversee member engagement initiatives, such as general membership meeting attendance, participation in union activities, and social events, to maintain strong connection with the membership.